



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
OFFICE OF THE ADJUTANT GENERAL OF VIRGINIA
JOINT FORCE HEADQUARTERS - VIRGINIA
BUILDING 316, FORT PICKETT
BLACKSTONE, VIRGINIA 23824-6316

REPLY TO
ATTENTION OF

VAHR-M

30 September 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: **Active Guard/Reserve (AGR) Application Procedures**

1. References:

a. VaARNG Pamphlet Number 600-5, Personnel General Active Guard/Reserve Policy Manual, dated 15 Aug 92.

b. Change 2 to VaARNG Pamphlet Number 600-5, dated 1 May 99.

2. AGR Vacancies will be filled IAW the procedures outlined in reference b., paragraph 4-5 a-b.

3. **AGR APPLICATION PROCEDURES.**

a. It is the applicant's responsibility to submit all required documentation. Applications must be received in the HRO by the closing date. **Incomplete or late applications will be returned to applicants without action.** A letter will be sent explaining why the application was incomplete. **Faxed applications will not be accepted.** These procedures apply to **ALL** individuals interested in applying for AGR Title 32 position within the VaARNG, including **current** on board **AGR** members.

b. The application packets for all personnel applying for an AGR position will consist of the items listed below.

(1) Completed NGB Form 34-1 (**signed and dated**).

(2) Copies of **last** 5 consecutive OERs/NCOERs. For personnel E-4 and below, a letter of recommendation from the unit commander is required. If you are a new E-5 and have not yet received an NCOER, you may submit a letter of recommendation from your commander in lieu of the NCOER.

(3) Certified (validated by PSB member) copy of DA Form 2-1 or ORB/ERB not older than 1 year.

(4) Copy of current physical (DD Form 2807-1 and DD Form 2808 completed within the last 5 years).

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(5) Photograph in Class A uniform (taken within last 12 months). Official photo not required. Photo must be dated.

(6) Documentation to support periods of duty/service creditable for retirement (DD Form 214 or 1506, or NGB Forms 23/23B).

(7) Geographical Preference Sheet

(8) Any information the applicant may wish to submit for consideration (i.e., DA Form 705, Test, Height, and Weight Statement, etc.).

4. Qualifications for entry I into the AGR Program are found in AR 135-18, The Active Guard Reserve (AGR) Program, and Change 5, dated 19 Jun 96. Additional requirements are found in AR 140-30, Active Duty in Support of USAR and AGR Management Program, dated 1 Sep 94.

5. Open announcement for Strength Maintenance NCO's (Recruiters) – Personnel interested in this position may submit an application, IAW paragraph 3 above, at any time. Applications will be retained for one year from the submittal date and considered if a vacancy cannot be filled from current onboard AGR assts. Failure to update personal information (address and phone number) could result in non-consideration for future vacancies. Applicants must submit the geographical preference sheet indicating where they request to be considered for a position.

a. Applicants selected for Strength Maintenance NCO (Recruiter) positions will be required to remain in this position for 3 years.

b. Applicants must have minimum GT score of 110 or a minimum GT score of 100 and a minimum ST score of 100. Your scores must be documented on your certified DA Form 2-1. Applications with less than these scores will be returned to applicant without action.

6. Supply Sergeants, Personnel NCO, Personnel Service Sergeant and Admin NCO – Personnel interested in this position may submit an application, IAW paragraph 3 above, at any time. Applications will be retained for one year from the submittal date and considered if a vacancy cannot be filled from current onboard AGR assets. Failure to update personal information (address and phone number) could result in non-consideration for future vacancies. Applicants must submit the geographical preference sheet indicating where they request to be considered for a position.

7. Army National Guard Title 32 AGR positions other than Recruiters and Supply Sergeants will be advertised as needed. Applications will be accepted and considered for only the position specified on the vacancy announcement. These applications will not be retained for future consideration.

8. Mail completed application packets to The Adjutant General of Virginia, JFHQ, ATTN: VAHR-M, Building 316, Ft Pickett, Blackstone, Virginia 23824-6316. Complete packets must be received in HRO NLT the closing date and time on the announcement.

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9. We welcome your questions regarding application procedures, the AGR program and job opportunities. Visit our web site at www.varich.ang.af.mil for the list of job opportunities, applications and AGR eligibility information. POC for this JFHQ is MAJ Deborah L. Hunt, DSN: 438-6337/Comm: (434)298-6337 or SFC Sheryl Scott, Comm: (434)298-6330 or DSN: 438-6330.

FOR THE ADJUTANT GENERAL:

//signed//

DAVID A. ARCHER
COL, AD, VaARNG
Human Resource Officer

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